Fire Code Inspection Program Scope Statement – May 29, 2013

Fire Code Inspection Program

The Fire Department's Community Services Bureau is responsible for fire inspections, fire investigations, responding to complaints and 311 service requests related to perceived fire hazards, public education, media relations, and public information. The bureau's Fire Prevention Division conducts annual fire hazard inspections of commercial establishments and multi-family structures to enforce the city's fire code and ensure the safety of building occupants. Based on these inspections, the division issues annual fire code permits for various business activities as required by city code. The division's 14 state-certified inspectors conduct between 19,000 and 20,000 inspections and re-inspections per year.

Why audit the fire code inspection program?

Examining the processes used to manage the fire code inspection program may reveal opportunities for operational improvements. Division management expressed some concerns about the completeness of their inspection database.

Audit objectives

Our objectives are to answer the following questions:

- Are the Fire Prevention Division's internal controls over the fire inspection program adequate?
- Is the Fire Prevention Division's inspection database of commercial and multifamily structures reasonably complete?

Audit methods

We will interview city staff; review department policies, procedures, and practices; review the City Charter, Code of Ordinances, Administrative Regulations, and Manual of Instructions; examine the Fire Prevention Division's inspection database and other related city records; and identify recommended practices related to fire inspections.

Anticipated release date

We plan to present the audit report to the City Council in September 2013.